



June 2005

United States Army Soldier Support Institute

Process Recommendation for Award

Practical Exercise

(DO NOT WRITE IN THIS BOOKLET)

Process Recommendation for Award

OBJECTIVE: This practical exercise is designed to evaluate your ability to process a recommendation for award.

MATERIALS NEEDED:

- | | |
|---|---------------------|
| 1 | Extract AR 600-8-2 |
| 2 | Extract AR 600-8-22 |
| 3 | Scratch Paper |
| 4 | Pencil |

INSTRUCTIONS:

1. This booklet contains 10 questions. You must answer seven questions correctly to attain a passing score of 70%. You will have 50 minutes to complete this practical exercise. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor.
2. Each question has only one correct answer. Make all responses clear and legible on a separate sheet of paper. Read each question carefully but move on so that you may answer all questions in the time allotted.
3. **ALL WORK ON THIS PRACTICAL EXERCISE MUST BE YOUR OWN.** You may **NOT** communicate with other students, give or receive assistance, or pass on information about this exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action.
4. Upon completion of this exercise turn in your answers to your instructor. You will receive further instructions at that time.

DO NOT BEGIN UNTIL YOU ARE TOLD

SITUATION: Today is 20 February 2012. SGT Harris, Jerry Richard, 915-20-8795, is assigned to HHC, 87th Human Resources Center, 87th Infantry Division, Fort Drum, New York 13843. He is PCSing to Germany on 20 May 2012. He has been recommended for the Army Commendation Medal. SGT Harris' previous awards include the Army Commendation Medal and the Army Achievement Medal. Currently, SGT Harris is flagged because of APFT failure. The permanent order number and date the order was signed is 51-12, 20 Feb 12.

1. Is SGT Harris eligible for the recommended award?

1. Yes, Soldier is flagged, but he is still eligible for an award as an exception authorized by AR 600-8-2
2. Yes, Soldier is flagged, but he is still eligible for an award as an exception authorized by AR 600-8-22
3. No, Soldier is flagged, and he is not eligible for any award
4. No, because recommended award was not submitted within proper timeframe

Refer to Figure 1 to answer questions 2 & 3.

2. Is Part V – Orders Data, block 29, DA Form 638, prepared correctly?

1. Yes, it is correct as shown
2. No, it should read ARCOM
3. No, it should read ARCOM (2 OLC)
4. No, it should read ARCOM (3 OLC)

3. Is the distribution in block 31, DA Form 638, entered correctly?

1. Yes, it is correct as shown
2. No, it should read Soldier (1) and Files (1) ONLY
3. No, it should read Soldier (1), and OMPF (1) ONLY
4. No, it should read Soldier (1), OMPF (1), and Files (1) ONLY

Refer to Figure 2 to answer questions 4-8.

4. Are the permanent order number and date on the award certificate, prepared correctly?

1. Yes, they are correct as shown
2. No, the date should read 13 February 2012
3. No, the permanent order number should read 51-12
4. No, the permanent order number and date should have been placed on the right hand side under approval authority signature block

5. Based on the situation, how many lines of narrative citation may be typed on the certificate?

1. Four
2. Six
3. Nine
4. Ten

6. Is the Soldier's rank and name prepared correctly?
1. Yes, it is correct as shown
 2. No, the full first name must be typed
 3. No, the rank should not be spelled out
 4. No, the name should appear as first name, middle initial, and last name
7. Is the approval authority's signature block typed correctly?
1. Yes, it is correct as shown
 2. No, the signature of the recommender should appear
 3. No, the rank should be spelled out in the signature block
 4. No, the name of the approval authority should be typed here, not the name of the Adjutant
8. Based on the situation, has the appropriate certificate been prepared?
1. Yes, it is correct as shown
 2. No, it should have been prepared for an MSM
 3. No, an ARCOM certificate should have been prepared
 4. No, since soldier has already received an ARCOM, no certificate should be prepared
9. You are preparing an award certificate for the Meritorious Service Medal for achievement. The Certificate citation is six lines. Is this an appropriate number of lines?
1. Yes, any number of lines is authorized on the certificate
 2. Yes, awards of the MSM and higher are authorized to have six line citation
 3. No, a six line citation is authorized only for retirement awards
 4. None of the above
10. Who is responsible for obtaining the approval authority's (commander's) signature block on certificate?
1. The Human Resources Center/ Division clerk
 2. The recommender
 3. The intermediate authority
 4. The Adjutant or BN S-1 (PAC) clerk

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO Cdr, 87th Inf Div Fort Drum, New York 13843		2. FROM Cdr, HHC, 87th Human Resources Center Fort Drum, New York 13843		3. DATE 1 Feb 12	
PART I - SOLDIER DATA					
4. NAME Harris, Jerry Richard		5. RANK SGT		6. SSN 915-20-8795	
7. ORGANIZATION HHC, 87th Human Resources Center Fort Drum, New York 13843		8. PREVIOUS AWARDS ARCOM, AAM			
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD ARCOM (1OLC)		11. PERIOD OF AWARD a. FROM 2 May 10 b. TO 19 May 12	
12. REASON FOR AWARD		13. POSTHUMOUS			
12a. INDICATE ACH, SVC, PCS, ETS, OR RET PCS		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
PART II - RECOMMENDER DATA					
14. NAME Woods, Beth R.		15. ADDRESS HHC, 87th Human Resources Center Fort Drum, New York 13843			
16. TITLE/POSITION NCOIC Actions Branch		17. RANK SSG		19. SIGNATURE Beth R. Woods	
18. RELATIONSHIP TO AWARDEE Supervisor					
PART III - JUSTIFICATION AND CITATION DATA <i>(Use specific bullet examples of meritorious acts or service)</i>					
20. ACHIEVEMENTS					
ACHIEVEMENT #1 Processed over 500 separations in one month, error free.					
ACHIEVEMENT #2 Motivated subordinates to score an average of 298 on the Army Physical Fitness Test.					
ACHIEVEMENT #3 Gave sound advice to commanders concerning rehabilitative transfers.					
ACHIEVEMENT #4 Personally briefed the CG on elimination cases because of outstanding technical expertise.					
21. PROPOSED CITATION For meritorious service as a Human Resources Sergeant, 87th Human Resources Center, 87th Infantry Division, Fort Drum, New York. Your extraordinary devotion and dedication to duty reflect distinct credit upon you, the 87th Human Resources Center, and the United States Army.					

NAME Harris, Jerry Richard		SSN 915-20-8795	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. <i>I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.</i>		22a. SIGNATURE Larry Mills, SPC	22b. DATE 6 Feb 12
23. INTERMEDIATE AUTHORITY	a. TO Cdr, 87th HR Center Fort Drum, New York 13843	b. FROM Cdr, HHC, 87th HR Center Fort Drum, New York 13843	c. DATE 5 Feb 12
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME Woodson, J.R.		f. RANK CPT	
g. TITLE/POSITION Company Commander		h. SIGNATURE J.R. Woodson	
i. COMMENTS Well-deserved!			
24. INTERMEDIATE AUTHORITY	a. TO Cdr, 4th BDE Fort Drum, New York 13843	b. FROM Cdr, 87th HR Center Fort Drum, New York 13843	c. DATE 7 Feb 12
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME Baker, Bill A.		f. RANK LTC	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE Bill A. Baker	
i. COMMENTS Very technically proficient			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Cdr, 4th BDE Fort Drum, New York 13843	c. DATE 8 Feb 12
d. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO: DOWNGRADE TO:	
e. NAME Potter, Fred J.		f. RANK COL	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE Fred J. Potter	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ Headquarters, 4th Brigade	27b. PERMANENT ORDER NO. 51-12	31. DISTRIBUTION Soldier (1) OMPF (1) Unit (1)	
28a. NAME OF ORDERS APPROVAL AUTHORITY Williams, Steve	28b. RANK 1LT		
28c. TITLE/POSITION Adjutant	29. APPROVED AWARD ARCOM (1OLC)		
28d. SIGNATURE Steve Williams	30. DATE 20 Feb 12		

Figure #1 Cont'd



DEPARTMENT OF THE ARMY

THIS IS TO CERTIFY THAT THE SECRETARY OF THE ARMY HAS AWARDED

THE ARMY ACHIEVEMENT MEDAL

TO

SERGEANT HARRIS, JERRY R.

FOR

87TH HUMAN RESOURCES CENTER, 87TH INFANTRY DIVISION

Meritorious service as a Human Resources Sergeant, 87th Human Resources Center, 87th Infantry Battalion, Fort Drum, New York. Your extraordinary devotion and dedication to duty reflect great credit upon you, the 87th Human Resources Center, and the United States Army.

FROM: 2 May 2010 to 19 May 2012

PO 51-02, 20 February 2012

Commander, 87th Inf Div
Fort Drum, New York



STEVE WILLIAMS
1LT, USA
Adjutant